

PERFORMANCE RATING		NOTE: Read instructions on reverse before completing form.		PERIOD COVERED	FROM: 1 JANUARY 1999	TO: 31 MARCH 1999	DATE DUE
EMPLOYEE NAME (Last, First, Ml)	POSITION TITLE AND GRADE					SOCIAL SECURITY NUMBER	OFFICE SYMBOL
SEKIYA, LINDA D.	PROPERTY DISPOSAL TECHNICIAN, GS-1107-07					575-48-2664	ACAP
RATING LEVEL	SECTION I - CRITICAL JOB ELEMENTS AND ANNUAL RATING						
3	CRITICAL JOB ELEMENT						
3	<p>1. Administer the DRMO Demilitarization and Precious Metals Program. Ensures compliance with regulations, policies and procedures. Maintains liaison with generators, transportation office to coordinate disposition of sensitive property.</p> <p>2. Promotes Demilitarization and Precious Metals Program through customer contact and visitation. Fully explains all services available and procedural and regulatory requirements of the DEMIL and PM program.</p>						
3	<p>3. Inventory management of sensitive property.</p>						
3	<p>4. Management of the DEMIL Challenge Program.</p>						
3	<p>5. Transfer, donation and sales of DEMIL property.</p>						
3	<p>6. Customer Service: Provides staff/customer assistance and maintains high professional standards in all interpersonal contacts.</p>						
3	<p>7. Provides administrative support and management of time and attendance for the Property Management Branch.</p>						
<p><b>EXHIBIT</b></p>							
IF:		SUMMARY RATING IS:	SUMMARY RATING ("X")	TYPED OR PRINTED NAME AND OFFICE SYMBOL OF APPRAISING SUPERVISOR		SIGNATURE	
ALL ELEMENTS RATED 3		FULLY SUCCESSFUL	X	Godfrey Ching, DRMO ACAP		DATE 4/1/99	
LOWEST ELEMENT RATED 2		MINIMALLY ACCEPTABLE		TYPED OR PRINTED NAME AND OFFICE SYMBOL OF APPROVING OFFICIAL // RATING FALLS BELOW FULLY SUCCESSFUL		SIGNATURE DATE	
ANY ELEMENT RATED 1		UNACCEPTABLE		SIGNATURE OF EMPLOYEE		DATE RATING DISCUSSED WITH EMPLOYEE	
<p>PREVIOUS EDITION IS OBSOLETE.</p> <p>✓ - 22-93</p>							



PERFORMANCE RATING		NOTE: Read Instructions on reverse. before completing form.		PERIOD COVERED	FROM: 1 JANUARY 1999	TO: 31 DECEMBER 1999	DATE 15 JAN 2000																								
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